

CENTRAL WASHINGTON UNIVERSITY
SABBATICAL LEAVE APPLICATION

FOR THE **2020-2021** ACADEMIC YEAR

PROCESS:

THE COMPLETE APPLICATION PACKAGE PLUS SIX (6) COMPLETE COPIES, 3-HOLE PUNCHED, MUST BE DELIVERED TO YOUR DEPARTMENT CHAIR/PRINCIPAL ADMINISTRATOR BY OCTOBER 4, 2019. The chair or principal administrator shall forward the application with his/her written recommendation, including an evaluation of the merits of the proposal and the benefits the proposal will provide the faculty member and programs offered in the department, to the appropriate dean on or before October 18, 2019. The dean will forward the application with his/her recommendation and the chair's recommendation to the Office of the Provost on or before November 8, 2019. The Office of the Provost will forward the entire application package to the Sabbatical Leave Committee. The committee will present a list of acceptable applications to the Provost, who then will make a recommendation to the Board of Trustees for final approval.

APPLICATION:

A complete application will consist of:

- 1) General information page (attached).
- 2) Project description that addresses the following evaluation criteria, found in CBA Article 19.3.3:
 - A. Academic or scholarly significance;
 - B. Soundness of design, procedure, or operational plan, including clear objectives;
 - C. Relationship of the planned activity to the individual's area of study;
 - D. Expected Category A, B and/or other outcomes and dissemination of results;
 - E. Evaluation of the feasibility of the proposed activities;
 - F. Value of the project in terms of benefit to the institution upon the candidate's return from sabbatical leave.
- 3) Endorsement pages (to be completed by the chair/principal administrator and the dean).
- 4) A complete listing of grants and stipends, other than those granted by the university, which will be available to the candidate during the time of the sabbatical leave (attach separately).
- 5) A complete professional CV listing appropriate research, scholarly or artistic achievements, and activities (attach separately).
- 6) A statement regarding the value of the candidate's project in terms of benefit to the university upon return from sabbatical leave;

- 7) Identification of any planned or anticipated compensation from sources outside the university that might create a conflict of interest.
- 8) A list of foundations, institutions or other organizations with which the applicant will be affiliated with during the sabbatical leave (attach separately).
- 9) A justification for any travel included in the sabbatical leave, in terms of the proposed project or plan for study (note: university travel policies and procedures apply).
- 10) Supporting letters from faculty members and/or other appropriate individuals not necessarily associated with the institution (attach separately).

GENERAL INFORMATION PAGE

Instructions:

Begin each page of your application with your name and department. Submit the **original and six copies that are three hole punched** of your complete application package to the department chair/principal administrator by **October 4, 2019**.

Date: _____

Name: _____

Department: _____

Rank: _____

Original Date Employed at CWU: _____

Date Awarded Tenure: _____

Proposed Leave Dates, (Example: **2020-21 AY, Fall 2020, Winter 2021**), _____

Previous Leave Dates: _____

Summary of proposal: (25-100 words)

I have read and understand CBA Section 19.5 Special Conditions related to sabbatical leave and will comply with the conditions.

Applicant's Signature: _____

CHAIR ENDORSEMENT PAGE

Evaluation of merits of the proposal and benefits the proposal will provide the faculty member and programs offered in the Department.

Evaluation of Merit:

Please write a recommendation on how the workload of the department will be met if this leave request is granted.

Workload Recommendation:

Endorsement of Department Chair/Principal Administrator:

With the understanding that funds may not be available to replace faculty on sabbatical, I support this sabbatical leave application. I affirm that the granting of leave can be substantially accommodated within existing staff.

Signature of Chair/Principal Administrator

Date

DEAN ENDORSEMENT PAGE

Dean Recommendation:

Endorsement of Dean:

With the understanding that funds may not be available to replace faculty on sabbatical, I support this sabbatical leave application. I affirm that the granting of leave can be substantially accommodated within existing staff.

Signature of Dean/Appointing Authority

Date